DEPARTMENT OF ENVIRONMENT & LABOUR
ANNUAL ACCOUNTABILITY REPORT
FOR THE
FISCAL YEAR 2000-2001

(Includes reports on department business plans of the former Department of the Environment, the former Department of Labour, and the Pension Regulation Division of the Department of Finance)

October 2001

TABLE OF CONTENTS

1. Accountability Statement 1

2. Message from the Minister 2

3. Impact of Government Restructuring 3

4. Department Accomplishments 4

   4.1 Former Department of the Environment 4
   4.2 Former Department of Labour 15
   4.3 Former Department of Finance (Pension Regulation Branch) 20

5. Financial Results 21
   5.1 Department of Environment 21
   5.2 Department of Labour 22

6. Supplemental Information and Appendices 23

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1. Accountability Statement

The accountability report of the Department of Environment and Labour for the year ended March 31, 2001, is prepared pursuant to the *Financial Measures Act* (2000). The *Act* requires the reporting of outcomes against department/agency business plan information for the fiscal year. The reporting of department outcomes necessarily includes estimates, judgements and options by department management.

We acknowledge that this accountability report is the responsibility of department management. The report represents, to the extent possible, a complete and accurate representation of outcomes relative to the goals and priorities set out in department business plans for the year.

Minister _____ Deputy Minister _____

2. Message from the Minister

On behalf of the Department of Environment & Labour, I am pleased to present the Department's accountability report for fiscal 2000-01 - the first such report to be issued under the provisions of the *Financial Measures Act* (2000).

The purpose of the report is to document the Department's performance in relation to the goals and priorities set out in the 2000-01 business plan.

The Department faced a number of unique challenges during this period as a result of a major restructuring initiative which resulted in the amalgamation of the Departments of Environment, Labour, the Alcohol and Gaming Authority, the Pension Regulation Division of the Department of Finance, and the Financial Institutions Division of the former Department of Business & Consumer Services.

In spite of the additional demands on staff arising from restructuring initiatives, the Department has addressed fully, or in part, all of its 2000-01 commitments. Highlights include:

- leadership and support to municipalities resulting in achievement of the Province's goal of 50% waste diversion by the year 2000;
- development of a Sewage Management Discussion Paper as basis for public consultation leading to the future development of a sewage management strategy;
- establishment of amendments to the *Water and Wastewater Facilities Regulations* which strengthened monitoring requirements for public drinking water supplies;
- passage of the *Water Resources Protection Act* prohibiting bulk water export;
- coordination of a comprehensive review of the *Environment Act*;
- amendments to the *OH&S Act* that require review of all regulations in a five year cycle ;
- improving the quantity and quality of Occupational Health and Safety information provided to employers, particularly small business;
- introduction of a *Fire Safety Act* which will support efficient, effective program delivery and decrease red tape while achieving the principal goal of fire safety;
- establishment of a water quality monitoring program for the province's two Heritage Rivers - the Margaree and the Shelburne;
- initiation of a management plan process for the Tobeatic Wilderness Area;
- establishment of an agreement, in partnership with DNR and with the Nature Conservancy of Canada, to acquire critical areas of privately held land located in Wilderness Areas; and
- preparation of a province wide natural area inventory for provincial crown land.

Its achievements in 2000-01, position the new Department of Environment & Labour to build upon current initiatives and to address future commitments.

Honourable David Morse
Minister of Environment & Labour

3. Impact of Government Restructuring

The new Department of Environment and Labour was established October 1, 2000. The formation of the Department brings together all programs of the former departments of Environment and Labour, the Alcohol and Gaming Authority, the Pension Regulation division of the Department of Finance, and the Financial Institutions division of the former Department of Business & Consumer Services.

The Minister of Environment & Labour is also responsible for the Workers Compensation Board, the Nova Scotia Utilities & Review Board, the Nova Scotia Securities Commission, and a number of other agencies, boards, commissions, and tribunals.

The structural integration of these programs provides opportunities for more cost-effective delivery of regulatory services through:

- sharing of resources
- integration of common functions
- creation of a more supportive culture for staff carrying out regulatory responsibilities
- upgrading services to regional clients, and
- providing more coordinated service delivery to common clients.

The core business functions of the restructured department are:

- **Legislative and regulatory compliance**
  Ensure compliance with and enforcement of health, safety, employment, environmental protection, financial services, pension, and alcohol and gaming legislation and regulations.

- **Environmental and natural areas protection and management**
  Protect and manage the environment and natural areas through planning, setting standards and policies, promotion of partnership and stewardship agreements, public education, environmental assessment, and promotion of environmental industries and technology.

- **Dispute resolution**
  Provide mediation and conciliation services that promote effective workplace relationships, utilizing alternative dispute resolution techniques, and

- **Advice/assistance to injured workers**
  Provide advice, assistance and representation to assist injured workers in relation to the Workers' Advisers Program legislative mandate and services.

Integration of common or related functions has reduced the number of divisions within the department from 18 to 12. The organizational structure of the restructured department is presented in Appendix A.

4. Department Accomplishments

4.1 Former Department of the Environment

Goal #1
Improve the level of environmental management and protection

Contaminated Sites Management

Develop a comprehensive strategy for managing contaminated sites

- The Department has completed the development of a proposed strategy for the management of contaminated sites. It is currently undergoing internal review. Implementation of the strategy will take approximately two years, requiring changes to the *Environment Act* and development of contaminated site management regulations.

- Implementation of the strategy will enable the Department to commence the development of a detailed inventory of contaminated sites and to monitor compliance with contaminated sites management and remediation requirements.

Wastewater Treatment

Develop a provincial Wastewater Treatment Strategy, following public consultation, which outlines key issues, examines new technologies, defines potential roles, and identifies potential partnerships

- The development of a provincial sewage management strategy was initiated with the release in March 2001 of a Sewage Management Discussion Paper entitled "We All Have A Part To Play". This forms the focal point for a public consultation process to be initiated in Spring 2001 and represents the first step in developing a sewage management strategy to be released in Spring 2002.

Water Resource Management

Improve water supply management by working cooperatively with municipalities and farmers

- Management of provincial water resources and the safety of drinking water was improved with passage of the *Water Res urces Protection Act* prohibiting bulk water export and amendments to the *Water and Wastewater Facility Regulations* which strengthen the monitoring requirements for public drinking water supplies, both effective October 1, 2000.

- In addition, significant progress was made towards completion of a provincial Water Resource Management Strategy which addresses both water supply and water quality issues. The strategy is to be released in Fall 2001.

Protected Areas Management

Plan and manage designated Wilderness Areas, Nature Reserves and Heritage Rivers

- The *Nature Reserves Protection Act* (Bill 73) was introduced in the Fall 2000 session of the Legislative Assembly. A province-wide public review and consultation process on Bill 73 was conducted to obtain further input and to guide the development of any required modifications. The proposed legislation is currently being revised.

- A Field Services program for designated Wilderness Areas and Nature Reserves was developed and implemented in partnership with the Department of Natural Resources.

- A brochure, "Keep it Wild", promoting public awareness of Wilderness Areas, was produced and distributed.

- A management plan process for the Tobeatic Wilderness Area was initiated.

- A water quality monitoring program was established for the province's two Heritage Rivers - the Margaree and the Shelburne.

Encourage/facilitate protection of significant natural sites and features on private lands by partnering with organizations and private landowners

- An agreement was established in partnership with the Department of Natural Resources and the Nature Conservancy of Canada to acquire critical areas of privately held land located in Wilderness Areas.

- A partnership was formed with the NS Nature Trust to identify priority sites on private land and conduct inventories and assessments.

Inventory and evaluate natural sites and features to guide protected area planning and establishment, and support the conservation of areas of natural significance and nature tourism potential on both crown and private land

- A province wide natural area inventory for provincial crown land was prepared for use in both the Department of Natural Resources' Integrated Resource Management (IRM) processes and Protected Areas planning processes.

- A detailed Wilderness Area Assessment Study was prepared for Eigg Mt. - Antigonish County.

- An ecological inventory was developed and initiated for existing Wilderness Areas.

- Several provincially significant areas were identified and evaluated as potential Nature Reserves.

- The Department participated in the Integrated Resource Management (IRM) planning process for provincial crown land led by the Department of Natural Resources.

Support community initiatives that rely on protected areas as essential components of the infrastructure base for nature tourism

- Management agreements and plans were established with community organizations to develop outstanding hiking trail opportunities in Economy and White's Lake Wilderness Areas.

- Planning services and advice were provided to community groups active in trail planning for Wilderness Areas.

- Support was provided for a range of community based initiatives (including production of a 30 minute television program for the Discovery Channel), related to implementation of the management plan for the Margaree Canadian Heritage River.

Initiate an update to Nova Scotia's Protected Area Strategy and Action Plan to guide initiatives beyond 2000

- Planning was initiated with the Department of Natural Resources on processes regarding the issue of protected areas on crown lands. Further progress on this priority was delayed due to restructuring of the Department, as well as the loss of key staff due to retirement.

Goal #2
Improve the level of environmental management and protection

Legislative Review of the *Environment Act*

Conduct a comprehensive review of the Environment Act in accordance with the requirements of the Act

- A three-member non-government Advisory Committee supported by the Department conducted a comprehensive review that included seven public meetings in communities throughout the Province, the review of over 100 written submissions, and meetings with stakeholders and staff of the Department of the Environment.

- The Committee's report *Nova Scotia's Environment Act Legislative Review Process 2000* containing 46 recommendations was released to the public in November 2000.

- A departmental Legislative Review Committee led the preparation of the Department's response to the report, in consultation with departmental staff and other government departments and agencies. The Departmental response will be released in Fall 2001.

Services Review

Initiate a review of current programs, services, and activities

- A comprehensive inventory of department services was developed. The resulting information has provided a basis for ongoing review and decision making regarding options for resource allocation and service delivery, particularly in regard to inspections and monitoring.

Risk Based Auditing

Implement a risk-based approval to auditing to provide staff with tools to more accurately assess the level of environmental risk associated with approved activities, and to alleviate monitoring and inspection resources accordingly

- The Department implemented a risk based auditing program for all municipal water supplies and public drinking water supplies pursuant to the revised *Water and Wastewater Facility Regulations*.

- The Department also developed a framework for cooperation with other provincial regulatory departments that issue approvals to certain types of facilities. The intent of the framework is to ensure that the facilities regulated by these departments are also in compliance with the requirements of the *Water and Wastewater Facility Regulations*.

- The Department developed a risk based inspection schedule for core program areas and introduced standard inspection report protocols to enhance efficiency and consistency of inspections.

On-Site Sewage Management

Continue to encourage the private sector to play a greater role in the design and installation of household (on-site) sewage systems

- In April 2000 the Department fully implemented the Qualified Person program under the *On-Site Sewage Disposal System Regulations*.

- The training program that had been in place to provide training to Qualified Persons Level II was expanded in 2000 to provide training for Qualified Persons Level I.

- Implementation of the program has enabled the Department to reallocate some inspection services resources, formerly assigned to this function, to more critical inspection and monitoring responsibilities, while contributing to employment in the private sector.

Goal #3
Support innovative approaches to achieving sustainable development

Environmental Industries & Technologies

Promote cost-effective and innovative environmental solutions and technologies

- The Department partnered with Department of Agriculture and Fisheries and the private sector to demonstrate an onsite sewage treatment (peat) technology for agricultural waste which has resulted in development of a proven, cost-effective treatment option for dairy wastes.

- In partnership with the academic community and private sector, the Department developed standards for the use of industrial byproducts as an agricultural soil amendment. Use of these byproducts has helped divert industrial 'waste' to a beneficial use which provides a low cost source of soil amendments to the agriculture industry.

- The Department facilitated the introduction of cost-effective Nova Scotia-based water treatment technology in Birch Grove, Cape Breton and Nova Scotia-based wastewater treatment technology in Grand Narrows, Cape Breton.

- The Department coordinated the use industrial byproducts to treat landfill leachate in Guysborough County, and sponsored testing of Sysco slag to identify potential engineering applications for this waste product.

Assist in development, demonstration and export growth of environment technologies

- The Department organized and implemented trade missions to priority markets to facilitate business development for exporters of environmental products and services, and coordinated incoming missions to facilitate the development of partnerships between Nova Scotian and foreign firms.

- The Department organized and participated in conferences and workshops to promote the environment sector, and to provide training and networking opportunities for international business development.

- The Department provided business development advice to entrepreneurs in the environment sector and developed a new on-line industry directory to help market the sector and make it easier for

local and international buyers to identify Nova Scotia suppliers of environmental products & services.

- The Department identified emerging issues in water treatment (such as trihalomethanes) and researched and evaluated cost-effective Nova Scotia technologies to address them.

Goal #4

Promote stewardship of the environment through partnerships with various organizations

Solid Waste-Resource Management Strategy

Achieve the Province's goal of 50% diversion through support and monitoring of municipal recycling and composting programs

- By the end of 2000, the Province had diverted 50% of its waste from disposal, making Nova Scotia the only North American jurisdiction to have met this goal. This achievement was made through extensive composting and recycling programs. As of the end of the fiscal year, 100% of residents had curbside collection of recyclables and 73% of residents had curbside collection of all compostable organic material. A survey during 2000/2001 indicated that there are over 3,000 direct jobs in solid waste-resource management in Nova Scotia. Over 1,000 of these jobs were created as a result of the province's Solid Waste-Resource Management strategy.

Facilitate industry stewardship agreements to increase the level of responsibility assessed by industry for post-industrial and post-consumer of goods and materials

- The Department and the Resource Recovery Fund Board continued to work together in developing new stewardship agreements. All Nova Scotian pharmacies agreed to develop a program launched in March, 2001, to ensure the safe management of residentially generated needles and sharps. Other stewardship agreements are expected for 2001/2002.

Investigate and initiate programs to address littering and illegal dumping in collaboration with municipalities and industry

- The Department and the Resource Recovery Fund Board have continued to explore options for addressing littering and illegal dumping issues in collaboration with municipalities and industry.

- Efforts directed toward litter abatement have focussed on fast food industry products which represent a major component of waste products in the Province. The fast food industry has agreed to participate in public education programs designed to reduce littering.

Green Plan

Develop a framework for the development of a "green" plan for the Province, targeted for release in 2002-03.

Efforts pertaining to this initiative during 2000-01 focused primarily on the review of the *Environment Act* and preparation of the related response to this review, the results of which will contribute to the "green" plan development process.

Environmental Education

Develop, deliver and evaluate environmental educational materials in support of departmental practices, including increasing awareness of options for water management and for the maintenance and installation of industrial sewage systems.

- The Department developed and continues to deliver, on an ongoing basis, an on site sewage management and water conservation public education program which has increased public awareness of septic tank maintenance and water management practices.

Human Resources

Provide corporate consultative advice and assistance to the Department with regard to its strategic initiatives, restructuring efforts, organizational design and labour relations issues.

- HR Division staff provided consultation and assistance with regard to these services, with particular emphasis on supporting needs arising from the restructuring initiative.

Provide guidance and support to departmental managers in human resource planning, enhancing the Department's ability to meet goals and future challenges; continue to support the corporate Integrated Management Development initiative by coordinating the Succession Planning and Performance Management processes within the Department.

- HR staff provided consulting assistance, particularly in relation to support for implementation of the new performance management instrument. Government-wide and departmental initiatives related to succession planning were deferred due to restructuring activities.

Continue to provide quality, cost effective, training and development opportunities and human resources programs customized to meet identified needs within the Department

- HR staff provided advice and assistance in identifying appropriate training/development opportunities to address employee development needs identified through the performance appraisal process.

- HR staff delivered customized Train the Trainer programs for the Joint Occupational Health and Safety Committee. The Division also provided in-house Facilitation training and First Aid training, at a cost of 1/4 to 1/6 the cost of external training courses.

Continue the provision of efficient personnel, payroll and benefit administration services for all employees.

- The Human Resources Division maintained service delivery in this area, and also provided administrative services associated with the Transition Support Program introduced as a result of restructuring.

Streamline the Disability Case Management process and continue the provision of related consultative and support services leading to improved employee morale and productivity

- HR staff provided guidance in ergonomics and stress related illness/injuries to prevent or correct situations through training and recommendations for ergonomic changes, and by educating employees and managers on more constructive methods of dealing with employee mental health issues. Staff worked with physicians and managers to develop return-to-work programs for either modified work or modified hours in cases where employees were unable to return to regular full-time duties.

Provide advice and assistance regarding Occupational Health and Safety Program changes, which ensure compliance with related legislation and the provision of a safe and healthy workplace

- HR staff provided advice and recommendations with respect to ongoing legislative changes and provided leadership in the development of new policies and procedures required under Occupational Safety General Regulations. HR staff also led a needs assessment to identify specific client OH&S training needs, and assisted the department to conduct inspections as required to ensure continued compliance.

Information Technology

Focus on further acceptance and integration of the integrated environmental information management system (EIMAS) system by staff throughout the Province, and evaluate the need for additional functionality to address program needs

- IT Division staff continued to provide support and enhancements to EIMAS.

Participate in a pilot project to coordinate regionally-based IT support among departments whose regional offices share a common location

- IT Division assumed management responsibility for Regional Support at the corporate level, and completed Phase II expanded desktop support to regional offices across the province.

Provide operational support

- IT staff continued to streamline Help Desk procedures to improve quality and timeliness of client service.

Provide operational planning for IT systems

- Provided ongoing support for the physical merger of Environment and Labour in the Terminal Road Building.

- Performed regular upgrades to network and desktop software to ensure compatibility, stability, reliability, and desktop and network security.

- Supported the integration of the Environment and Justice offices in Amherst.

- Upgraded the WAN connections for the Bedford, Antigonish, Truro, Amherst, Kentville, Port Hawkesbury, Yarmouth and Sydney offices.

Provide assistance to departmental records management staff for the selection and implementation of a province wide IT system to support the Department's records management procedures

- Provided technical support and worked with the private sector partner to implement the "Foremost" Records Management System in July 2000.

Provide assistance with the on-going prioritization of divisional IT initiatives, based on the Department's business plan

- Worked with senior management in the department to ensure prioritization and alignment of IT projects with departmental business plans.

- Provided IT training to staff in the department.

- Provided on-going maintenance support and enhancements for Department of Environment custom business applications.

- Provided support for the following business applications/initiatives:
  - Foremost Records Management system
  - EIMAS
  - Asset Inventory Control and Management System

- Petroleum Storage Tank System
- Pesticide Applicators Certification and Sales Operators System
- Department of Environment and Labour Integration. The IT Division has created an internal Project team to deal with the hardware and infrastructure components and to guide/direct the technology transition.

Financial Services

Examine the structure of Financial Services within the CSU model to ensure the most cost effective and efficient financial services are provided to the Department of the Environment

- It was determined that the financial structure within the CSU model is effective; however it was evident that the cross-training of its resources would improve efficiencies and the knowledge base of staff to better serve our clients. This has been completed.

Develop and implement a policy for the use of debit and credit cards in government offices that provide goods and services to the public. This initiative will improve the ease with which the public can access and purchase government goods and services

- Due to the limited number of transactions and the many locations from which the Department operates, it was determined that such a system would not be cost-effective at the present time.

Continue to improve the reporting capability of the provincial Central Financial Management System. Improvements to existing financial reports and the creation of new ones will improve the financial information available to civil servants

- The new Salary Analysis System (SAS) was introduced and utilized during budget preparation, allowing for provision of improved detail on divisional resources to each Director and/or Manager.

Demonstrate leadership in the "Buy Nova Scotia First Program" by ensuring government tendering policies (practiced by the Resource Departments) allow Nova Scotian companies to compete fairly for government business

- Revised procurement thresholds and changes to procedures associated with the acquisition of goods and services which are coordinated by the CSU gave personnel the approval to deal with Nova Scotia companies first when these services were required.

Strengthen fiscal accountability within the Resource Departments

- The Finance CSU continued to monitor financial operations and provide accurate reports to the client monthly, or as required.

Ensure that Resource Departments Financial Quarterly information is complete and provides detailed comparative analysis from one quarter to the next

- Continued to provide the Department of Finance with financial data on a monthly basis for the preparation of its quarterly report, in a format which allows for detailed comparative analysis.

Continue to improve the integration of the business planning and budget process

- The process of integrating the business planning and budgeting process continues to improve, through strengthened communications and liaison among financial services, policy and operational staff.

4.2 Former Department of Labour

Goal #1
Promote safe and healthy workplaces and work practices.

Revise Occupational Health and Safety regulations so that they have specific review or expiry dates to ensure they are current and continue to meet the needs of today's workplace

- Revisions were introduced into the *Occupational Health &Safety Act* that require review of all regulations in a five year cycle, and if not reviewed, define a process for sunsetting the regulation.

- No new regulations were created during this fiscal year. Sections of the *Occupational Safety General Regulations* that were highlighted for detailed review during the previous fiscal year were enacted on May 1, 2000. The remaining sections, consisting of five subject areas of the *Occupational Safety General Regulations*, were proclaimed in November, 2000.

- The existing *Occupational Health and Safety First Aid Regulations* and the *Temporary Workplace Traffic Control Regulations* were reviewed.

- Significant work was also done on developing the following new regulations: Indoor Air Quality, Offshore Health and Safety, Underground Mining, Violence in the Workplace, and Occupational Diving.

Improve the flow of information to employers, particularly small business, and reinforce the link between risk management and insurance costs (WCB)

- The Department worked with the Workers' Compensation Board to transfer accident experience data to the OH&S Division to assist with its targeted inspections program. By year end, this process had been implemented enabling the OH&S Division to develop a series of reports to assist the Department and employers in targeting OH&S initiatives based on risk assessment.

- Improvements were introduced to the quantity and quality of information available on the Department's internet home page. These include additional information sheets and electronic access to reference guides, hazard alerts and other self help publications, including:
  - Atlantic Provinces Occupational Health and Safety Consultants Database
  - Occupational Health and Safety Video Catalogue
  - Code of Practice Content
  - "How-to" Guide for an Occupational Health and Safety Policy and Programs
  - List of Standards Referenced in Occupational Health and Safety Regulations
  - Occupational Health and Safety Info-Sheet Series
    - Info-Sheet R-3: WHIMIS and Retail Stores
    - Info-Sheet R-4: Rollover Protective Structures on Tractors

- Your Rights, Responsibilities, and the Occupational Health and Safety Act

Goal #2
Promote fair wage compensation, employment standards, and effective labour/management relations.

Meet the anticipated increased demand for conciliation and grievance mediation as the public sector is restructured and contracts renegotiated

- The Department has continued to provide timely and effective conciliation/mediation services to all clients during the time frame of this business plan

Goal #3
Promote safe buildings and equipment for public protection

Prepare new Fire Prevention legislation that clarifies the roles and responsibilities of the Provincial and Municipal levels of Government

- The *Fire Safety Act* was introduced in the Nova Scotia Legislature on June 6, 2000. The legislation came about as a result of the first complete review of the *Fire Prevention Act* in more than 20 years. The legislation formally adopts the *National Fire Code* and proposes new standards for fire officials and personnel who install and service fire protection and control devices and systems. The *Fire Safety Act* is designed to support efficient, effective program delivery and decrease red tape while achieving the principal goal of fire safety.

Restructure the Public Safety Division to streamline service and reduce red tape

- The restructuring of the Public Safety Division as formerly constituted under the Department of Labour was deferred pending the overall restructuring process for the new Department of Environment and Labour. As a result of the restructuring process the Public Safety Division and the Office of the Fire Marshall have been combined within a new Public Safety Division. Further restructuring activities relating to the Public Safety Division will be undertaken during fiscal 2001/2002.

Goal #4
Continually improve the service we deliver and [illegible]

Streamline the administrative processes surrounding agencies, boards and commissions and lengthen licensing renewal periods

- The Department of Environment and Labour's Restructuring Team created a working group which examined the administrative processes of the agencies, boards, commissions, and tribunals associated with the Department and produced a detailed report with recommendations. One recommendation proposed that all appointments to the agencies, boards, commissions, and tribunals be coordinated through a centralized position. This recommendation has been approved and implemented. The balance of the recommendations are currently being reviewed. Administrative systems of the Boards and Tribunals associated with the Labour Services Division are being flow charted and examined for opportunities to improve efficiency.

- The Public Safety Division undertook a review of its administrative operations relating to the *Power Engineers and Crane Operators Act*. Regulatory changes have been prepared that would lengthen licensing renewal periods and establish an appeal process.

Goal #5
Promote fairness for injured workers.

Implement the recommendations of the Select Committee and the Auditor General and work in closer cooperation with Workers' Compensation Board, Workers' Compensation Appeal Tribunal and Workers' Advisers Program to enhance service provision to injured workers and employers

- Service to workers was improved by reducing average response time from 5-8 weeks to 3-4 weeks. As well, intake procedures were revised for "out of town" workers to guarantee a meeting with an Adviser in the worker's home area within a set period of time.

- The Workers' Advisers Program worked in conjunction with the Worker's Compensation Board and the Workers' Compensation Appeal Tribunal to clear the backlog of appeals, and provides representation at a joint committee of the three agencies to ensure future cooperation in matters of process and administration.

- The recommendations of the Select Committee and the Auditor General addressing issues that will be addressed by the Statutory Review Committee have not been implemented fully; however, the Workers'Advisers Program will begin a pilot to track Early Assistance opportunities and to evaluate possible ways of providing early assistance as recommended. The resulting information will continue to be provided to the Review Committee for their consideration.

Human Resources

Improve the service in human resource program delivery

- The HR Division has undertaken initiatives to ensure that the HR Office was appropriately staffed in order to be able to provide the level of service required by client departments; to provide continuous learning opportunities to HR staff; and to seek opportunities for improvement by encouraging management and employee feedback.

Provide consultative support to managers in performance management for implementation of the Integrated Management Development Program

- The Division has provided management and employees with training and coaching in performance management.

Establish goals/plans for management of short term illness and LTD in support of the implementation of corporate disability management policy

- HR consultants continued to work with managers to assist them in addressing issues related to the management of short term illness leave. HR consultants also worked closely with case management staff of Maritime Life in assisting employees returning to work from LTD.

In addition to service provided in relation to the priorities identified in the Human Resources business plan, HR staff also supported the department's restructuring process by providing professional HR advice and assistance to ensure that all options available to employees affected by restructuring were considered, and that all obligations under the collective agreement and the Regulations pursuant to the *Civil Service Act* were met.

Information Technology

Continue to support and safeguard the department's existing production information systems and technologies

- The IT Division provided ongoing support for the physical merger of Environment and Labour networks in the Terminal Road Building.

Ongoing support, enhancement and maintenance of the technical infrastructure and information systems in order to maximize the department's investment in technology

- Performed regular upgrades to network and desktop software to ensure compatibility, stability, reliability, and desktop and network security.

Develop and implement Release 1 of the new Inspection Tracking System;

- Participated as a member of the committee and provided expertise for the Business Case preparation and Gap Analysis for the migration of the Inspection Tracking System to the Nova Scotia Business Registry.

- Provided IT Training to staff in the department, in particular all Occupational Health and Safety Inspectors.

Continue to improve and evolve the support and development services of the IT division:

- The IT Division continued to streamline Help Desk procedures to improve quality and timeliness of client service.

complete the implementation of the new LAN security policy for all users within the department;

- Resources IT Division played a leading role in the development and corporate rollout of the Wide Area Network Security Initiative.

continue to roll out the new approach for the delivery of business solutions;

- Worked with senior management in the department to ensure prioritization and alignment of IT projects with departmental business plans.

develop the technology infrastructure component of the department's Disaster Recovery Plan

- The project was completed in accordance with established objectives.

Financial Services

Meet the department's needs with respect to financial analysis in business case development, user fee recoveries, cost/benefit analysis, business planning, estimate and forecast planning and other projects

- Support required by the department in relation to estimate and forecast planning, user fee recoveries and business planning has been provided on an ongoing basis. Cost/benefit analysis and business case development is provided as required.

Continue to streamline/ensure efficiency of financial procedures and processes within the Department of Labour in compliance with PSAB government accounting guidelines

- The Department operates in compliance with Public Sector Accounting Principles and continues to work closely with the Department of Finance in this area to ensure efficiency in financial procedures.

Support government's agenda with respect to implementation of major revisions to

financial management accounting policies

- Staff have participated in implementation of the government's Tangible Capital Asset Policy and revised procurement initiatives during this period, as well as the new SAS (Salary Analysis System) module.

Review the current business processes/work flow of the accounts receivables administered by the Department of Labour, to maximize efficiency in the management of the Department's receivables

- The Department has established and maintains the computerized A/R sub-ledger including the posting of receipts and adjustments, monitoring and collection of client accounts.

Investigate options available, in partnership with the Department of Business & Consumer Services, to utilize their account collection expertise with Department of Labour's receivable account

- While options were investigated, the Department did not forward any of its delinquent accounts receivables to Business and Consumer Services in 2000-01. With income now in the vicinity of $57 million as a result of departmental restructuring, this service will be further explored.

5. Former Department of Finance (Pension Regulation Branch)

Goal #5
Ensure a responsible regulatory environment that safeguards pension entitlements

Amend the Pension Benefits Act to achieve harmonization with other jurisdictions and clarification of provisions and address the needs of plan members and sponsors

- Amendments to the *Pension Benefits Act* were developed and introduced in the Legislature on March 27, 2001.

6. Financial Results

6.1 Department of the Environment

DEPARTMENT OF THE ENVIRONMENT		
Core Business Function	**Estimate 2000-01**	**Actual 2000-01**
Administration	587	506
Environmental Assessment Board	100	48
Environmental Corporate Services	484	442
Utilities	335	477
Resources Management and Environmental Protection	1,211	1,123
Environmental Support Services	1,791	1,294
Regional Offices	7,278	7,035
Environmental Industries and Technologies	710	833
Protected Areas	636	622
Total Net Program Expenditures	**13,132**	**12,380**

There were no budget effects associated with the merger of Environment and Labour during fiscal year 2000-01 with the exception of savings due to salary recoveries for positions reassigned from the Office of the Minister and Deputy Minister.

Other savings occurred in a number of program areas due to unfilled vacancies, lower than estimated travel costs, and other operational savings.

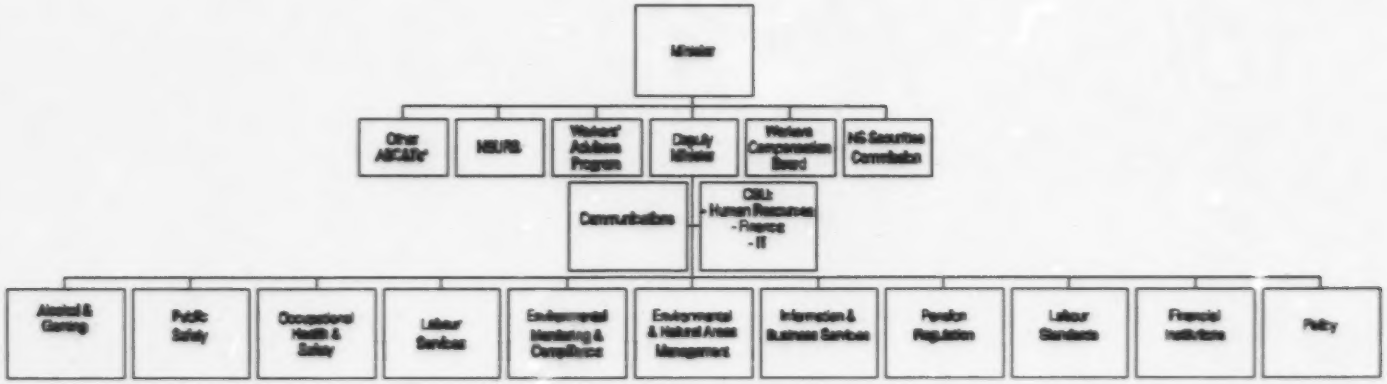
6.2 Department of Labour

DEPARTMENT OF LABOUR		
Core Business Function	**Estimate 2000-01**	**Actual 2000-01**
Occupational Health & Safety	7,252.1	4,532.1
Fire Prevention Services	1,343.0	1,232.7
Public Safety	1,711.0	1,419.2
Workers' Advisors Program	1,737.0	1,633.5
Conciliation Services	704.7	547.1
Labour Standards	930.3	862.3
Adjudication	639.9	619.5
Assistance Programs	1,061.0	1,106.6
Administration	1,178.0	950.0
Recoveries	(7,868.0)	(5,597.3)
Total Net Program Expenditures	**8,689.0**	**7,305.7**
Tangible Capital Assets Adjusted	**(16)**	**(16.1)**
Total Labour (Net) Expenditures	**8,673.0**	**7,289.6**

There were no budget effects associated with the merger of Environment and Labour during fiscal year 2000-01.

Occupational Health & Safety Division savings were due primarily to unfilled vacancies, lower than budgeted expenditures for contract services (resulting from greater use of staff rather than outside consultants to investigate certain workplace accidents), reduced discretionary grant expenditures, and other operational savings.

Appendix A - Organizational Chart
Department of Environment & Labour



*Agencies, boards, commissions and tribunals